

..:April 2016:..

Course	Description	Target Audience	Date	Location	How to Register
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..:May 2016:..

Course	Description	Target Audience	Date	Location	How to Register
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Mid Career Planning Seminar	FERS employees with 10-20 years of service. This comprehensive class will focus on the employee's FERS Benefits, financial and estate planning at mid-career phase of Federal Service.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	TBD	TBD	Please contact Lisa Hunter at LHunter1@doc.gov or call at 202-482-1052
Customer Service Skills for Federal Employees	This course will assist participants become "Customer Driven" and how to put people first. Participants will also learn how to work "one-on-one" with all types of customers.	All Employees within OS; BIS; EDA; ITA; MBDA; NTIA	Tuesday, May 17, 2016	HCHB 52013	Click here to Register
Essential Skills of Dynamic Public Speaking	This course will help participants organize their thoughts as well as improve confidence and credibility. Participants will learn techniques that will assist them with performing a successful presentation.	All Employees within OS; BIS; EDA; ITA; MBDA; NTIA	Thursday, May 19, 2016	HCHB 52013	Please contact Lisa Hunter at LHunter1@doc.gov or call at 202-482-1052

..:June 2016:..

Course	Description	Target Audience	Date	Location	How to Register
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Supervisory Refresher Workshop	This workshop will cover a wide variety of functional areas that seasoned supervisors and managers may encounter in the workplace.	Seasoned Managers within OS; BIS; EDA; ITA; MBDA; NTIA	TBD	TBD	Please contact Lisa Hunter at LHunter1@doc.gov or call at 202-482-1052
Effective Writing Workshop	This course will assist participants in learning Plain Language techniques, along with how to write more concisely and effectively.	All Employees within OS; BIS; EDA; ITA; MBDA; NTIA	Tuesday, June 28, 2016 - Wednesday, June 29, 2016	TBD	Click here to Register

Note: We will continue to update our calendar as new courses are finalized/scheduled. New courses will also be advertised via Learning Management System Website: <https://doc.csod.com/client/doc/default.aspx>

For questions about the DOCHROC sponsored training seen here please contact: Anesia Robinson at:

202-482-1380 or Arobinson@doc.gov